

SAMPLE PRE-DEPLOYMENT CHECKLIST

INTRODUCTION

A multitude of factors make each deployment uniquely different from other deployments. Each factor must be carefully examined to determine its impact on the mission, actions before deployment and what equipment is taken.

(Unit Basic Load). In all other instances the chances of drawing the UBL are remote. Certainly if the unit is deploying for war it would draw the unit's basic load of ammunition Exercise or deployment duration will affect the quantity of expendable supplies.

This checklist, like all others, is based on what has occurred before and what we have come to expect in the future. As equipment and missions change, so too must the checklist. Bottom line, expect the unexpected and react accordingly; use the checklist as a guide to help you through deployment preparation. Add to it whenever the need arises.

CHECKLIST ITEMS

1. Each HQ element and unit should have a 45-day supply of expendables identified and set aside for contingency operations. This supply should be inventoried quarterly and stockage rotated accordingly.
2. Maintain and update a master list of all areas and topics that can affect individual readiness. This includes all shots, dental status, family support plan, check to bank, etc.
3. The PAO or detachment commander (or deploying team leader) should:
 - a. Review and update PA estimates annexes and plans.
 - b. Obtain and comply with applicable published Public Affairs Guidance.
 - c. Inventory and inspect TOE equipment for accountability and serviceability before deployment.
 - d. Figure total weight and cube of equipment before moving to assembly area.
 - e. Check dependency clause in TOE document or OPLAN to determine who will be supporting and who is supporting us. Ensure responsible parties know the relationship. Establish liaison with units OPCON; attached or any new parent organization.
 - f. Ensure accompanying equipment not on TOE is listed on interim authorization document (such as facsimile machines or cellular phones).
 - g. Prepare an internal OPORD for your element detachment or team.
 - h. Review the essential elements of friendly information (EEFI) contained in the base OPLAN/OPORD and ensure each soldier understands them.
4. All leaders must consider the need for the following:
 - a. Will flak vests be required?
 - b. Should each soldier take a footlocker instead of a dufflebag?
 - c. Will weapons' carrying/security cases be needed/available? (Will weapons and protective masks be required?)
 - d. Will desert or jungle uniforms be required, and if so, what fund can be used to pay for alterations, sewing and patches?
 - e. Is there an opportunity for a service contract to be initiated at the deployed location? Cameras, video, computers, etc.? if not, and cameras go down and must be swapped out, what is the plan?
 - f. Will the deployment be considered TDY? If so, who prepares orders? What fund cite will be used? Are rental vehicles available? (Are we TDY under field conditions and required to carry meal card?)

- g. Will a fund cite be made available after redeployment to pay for repairs? (Make this request soon after being tasked - don't wait until redeployment to find out you've got to use unit funds to repair equipment.)
- h. If departing from location other than current station, what type of transportation to that location is to be used for personnel and equipment?
- i. Will personnel and equipment travel together at all times? (Insist that they do whenever possible!)
- j. Does each team have a credit card holder for authorized payments or purchases?
- k. Has an express mail system been established to ensure timely transit of products to home station? With what frequency? (If you are the ARFOR or sub-JIB, have the division PAO's/PAD's establish a plan to get products to you for review, release or use).
- l. Under what conditions will the MPAD or team(s) work? Fixed site, field conditions, etc. Will we need to deploy our own tents for sleep and work?
- m. Is the heat a condition that will affect computers, cameras, batteries, etc? If so, is air conditioning available? Refrigerators for film? What about humidity problems? Air conditioning may help but can dehumidifiers do better...consider charcoal bags placed in shipping cases.
- n. From what unit(s) do we draw support...rations, billets, fuel, etc.?
- o. If one team is deployed for a lengthy duration, is there an opportunity for the teams to be rotated?
- p. If deploying a risograph or other commercial printing machine, what quantity of copies and frequency (daily, weekly) is desired? What is the plan for distribution of copies? What is the plan for paper replenishment?
- q. Has every effort been made to ensure deployed asset has commercial phones available to assist transmitting digital photographs, responding to query, accidents and incidents, fax capability, etc.
- r. Has unit/team packing list been carefully checked to ensure the easy-to-forget yet must- have items are not forgotten. Glue sticks, chalk, scotch tape, blank overheads, etc.